

## INDIVIDUAL KITCHEN PRODUCTION RECORD INSTRUCTIONS

1. **Site Name** - Record the name of the site or school.
2. **Date** - Record the date.
3. **Meal Type** - Check off meal type (breakfast or lunch).
4. **Total Number of Reimbursable Meals** - Record the total number of reimbursable meals served for breakfast or lunch.
5. **Menu Item** - List each menu item offered as part of the reimbursable meal.
6. **Recipe or Product Name or Number** - Record the standardized recipe number used (i.e. *recipe #28*). All local recipes must be assigned numbers. For purchased food items that are not "recipes", list the brand name of product (i.e. Goldkist Chicken Nuggets) purchased.
7. **Grade Group(s)** – Indicate the appropriate grade group used for meal planning at the school/site. Select from the chart below. (Do not indicate grade levels of enrolled students at the school/site.)
  - **Note:** If serving all children the same portion size (i.e. K-8 school), the higher grade grouping (7-12) must be used for all grades when planning menus.
  - If only one grade group is used, enter once and use an arrow down (↓).

Lunch		
Enhanced Food Based (Option 3)		*Traditional Food Based* (Option 4)
Preschool (if applicable)		4-12
K-6		K-3 (Optional)
7-12		Preschool (if applicable)
K-3 (Optional)		
<i>*Only for school food authorities (SFA's) with prior approval from state agency.</i>		
Breakfast		
	All Options	
	Pre-school (if applicable)	
	K-12	

8. **Portion Size** – For each menu item, record the planned portion size. *Example - 5 chicken nuggets, ¼ cup peas, 2 tacos or 1 hamburger/bun.*  
  
If different portion sizes are planned for different grade groups, list on separate lines.
9. **Number of Portions Projected (Optional)** - Forecast, or predict, the approximate number of servings needed of each menu item. In menus that offer several different selections or with "Offer-Versus-Serve" it is not necessary to plan and prepare portions of each menu item for each person. Past production records, which must be kept on file, can help forecast the number of portions to prepare for each menu item.

10. **Quantity of Food Planned (Optional)** - Refers to pounds, number of cans, number of dozen, etc. **Complete only when standardized recipe is not used.** *Example: 5- #10 cans.*
11. **Number of Portions Prepared** - For each menu item, record the total number of portions prepared. (Batch cooking may be used. If so, there will be more than one entry.)
12. **Number of Portions Leftover** - For each menu item, record the total number of portions leftover.
13. **Number of Portions Used** - For each menu item, record the total number of portions used.
- $$\begin{array}{ccc} \text{Number of} & & \text{Number of} \\ \text{Portions Prepared (11)} & \text{—} & \text{Portions Leftover (12)} \\ & & = \\ & & \text{Number of} \\ & & \text{Portions Used (13)} \end{array}$$
14. **Total Milk Usage** - Record, by type, the total number (reimbursable AND non-reimbursable) of 8 ounce portions or ½ pints of milk used.
15. **Prepared By** - Record the name of the person completing the production record.

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